


# “Add / Edit / Delete” Functions

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

 **Involved People**

John B Safe 123-45-6789  
Frank S Unsafe 987-65-4321

**Add New Entry** **Edit Entry** **Delete Entry**

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

**Back** **Next**

**Activities**

- [Save as template](#)
- [Share report](#)
- [Notifications](#)
- [Return home](#)
- [Generate PDF](#)
- [Logout](#)

**My Report**

- General Information**
- Location
- Environment
- Personnel**
  - John Safe
  - Frank Unsafe

At left, A Typical “Add/Edit/Delete” Screen is Shown.

In this example, a third injured person is to be added to this event report.

Click the “Add New Entry” Button. A new Involved Person – General Information screen will immediately appear

# “ADD” Data Function

## Involved Person - General Information (page 1)


[Help](#)

Last Name \*

First Name \*

Middle Initial

SSN  *Format is 123-45-6789*

DOB  [Select](#) 

Badge Number

Shift the individual was working ☒ Day ☐ Swing ☐ Grave ☐ Other ☐ N/A

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Only Basic Personnel Identifiers are entered at this point.

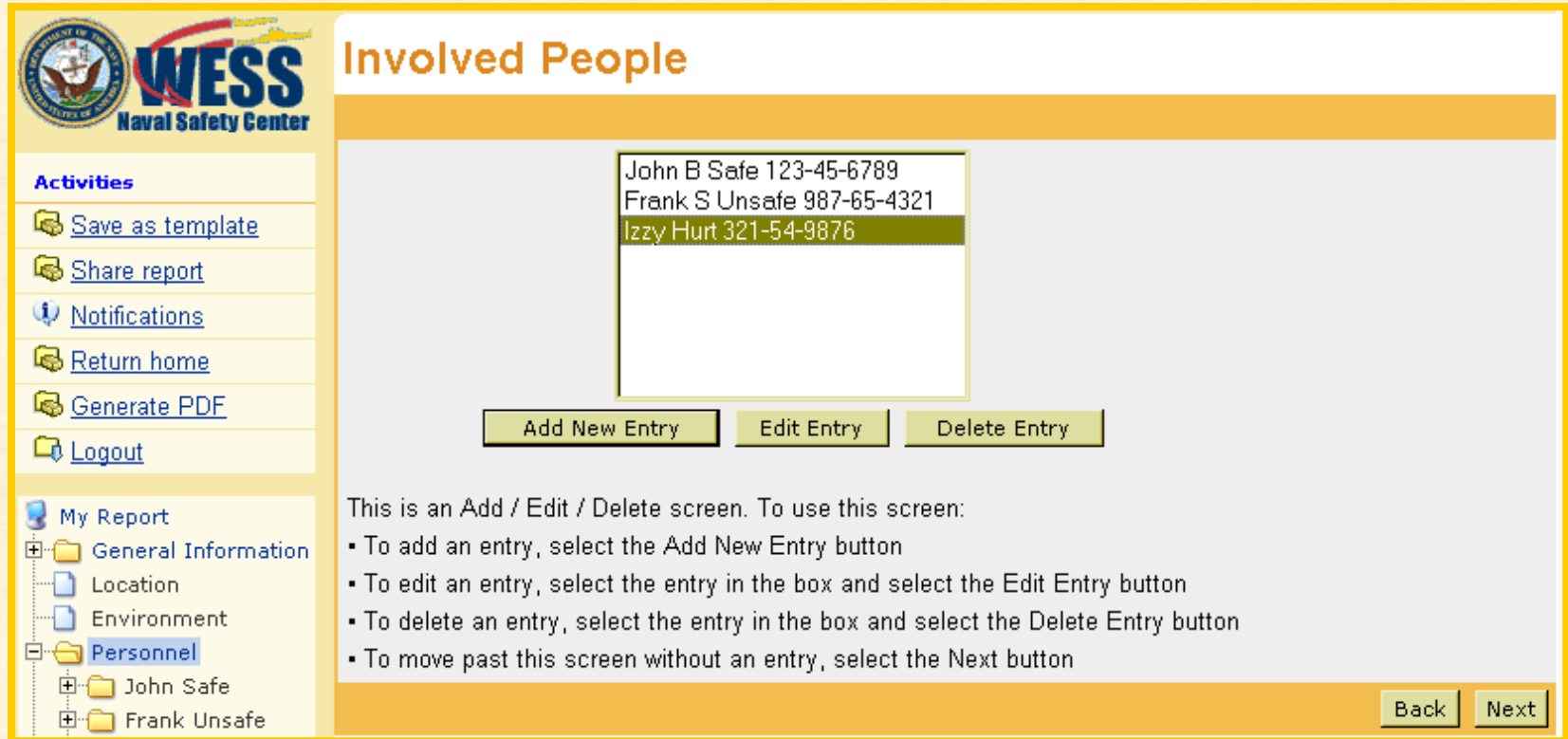
Required Fields are identified with Asterisks.

WESS will allow for entry of additional information re: injury, causal factors, etc. relevant to this individual, at a later point in the process.

Click “Next” to return to the Add/Entry/Delete Screen.



# “ADD” Data Function



**WESS**  
Naval Safety Center

**Activities**

- [Save as template](#)
- [Share report](#)
- [Notifications](#)
- [Return home](#)
- [Generate PDF](#)
- [Logout](#)

**My Report**

- [General Information](#)
- [Location](#)
- [Environment](#)
- [Personnel](#)
  - [John Safe](#)
  - [Frank Unsafe](#)

## Involved People

John B Safe 123-45-6789
Frank S Unsafe 987-65-4321
Izzy Hurt 321-54-9876

[Add New Entry](#) [Edit Entry](#) [Delete Entry](#)

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

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The new personnel entry is now displayed.  
Note also that a new folder will display  
under the Report directory tree at left, for  
each employee.

Click “Next”



# “EDIT” Data Function

## Involved People

John B Safe 123-45-6789  
Frank S Unsafe 987-65-4321  
Izzy Hurt 321-54-9876

Add New Entry

Edit Entry

Delete Entry

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

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To Edit a previous entry, simply highlight the item

And Click on the “Edit Entry” button.

In this example, the next screen, Personnel Information, will immediately appear.



# “EDIT” Data Function



## Involved Person - General Information (page 1)

▶ Help

**Activities**

- Save as template
- Share report
- Notifications
- Return home
- Generate PDF
- Logout

**My Report**


- General Information
- Location
- Environment
- Personnel**
  - John Safe
  - Frank Unsafe
  - Izzy Hurt
- Property Damage
- Cause Codes
- Routing Information
- Release Report

Last Name \*

First Name \*

Middle Initial

SSN  Format is 123-45-6789

DOB   

Badge Number

Shift the individual was working ☒ Day ☐ Swing ☐ Grave ☐ Other ☐ N/A

Make any Changes needed in the data fields.

Note that all 3 personnel are listed at left, and these folders may be accessed directly at any time.

Click “Next” to return to the Edit Screen.

# "DELETE" Data Function

## Mishap Type - Select One or More Types of Mishap Events

MATERIAL HANDLING EQUIPMENT  
MAN OVERBOARD (WATER ENTRY)

Add New Entry

Edit Entry

Delete Entry

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

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If an entry in a list requires deletion, simply click on the item to highlight it.

Then Click the "Delete Entry" button.

The Screen will no longer display the entry AND

All other data in the event report associated with the deleted entry is also

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